



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

3.4	Personnel	Equal Employment Opportunities	
Ratification	August 2001	Chairperson	
Last Review	August 2005	Chairperson	

### RATIONALE

- 1 The development and implementation of this policy will ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities, aptitudes and compliance with our Special Character Statement without regard to irrelevant factors.
- 2 We appreciate that when an employee potential is recognised, that employee feels valued, their morale is lifted, work output is increased and working relationships are improved.
- 3 We also recognise the positive benefits our pupils gain in having teachers who are good role models -whether their culture and background are similar to or different from that of the pupils.
- 4 We are committed to the goal of freedom from discrimination according to the Scriptures where it is stated: "there is neither Greek nor Jew, slave nor free, male nor female, for we are all one in Christ Jesus." (Galatians 3:28) We recognise the need for an active approach to the achievement of equal opportunities in employment in order to ensure that the person best suited to the position obtains it.

### AIMS

- 1 In accordance with the State Sector Amendment Act 1989, and under the provisions of our Special Character Statement, our School supports the development and implementation of an Equal Opportunities Programme.

### PROCEDURES

- 1 The School maintains an EEO Programme, setting annual goals and providing annual reports to the Board of Trustees at the March meeting.
- 2 Office administrator is the school's EEO officer with the following responsibilities:
  - a in consultation with the Principal, Staff and B.O.T. to co-ordinate and develop the EEO programme.
  - b to keep up-to-date with current EEO information.
  - c to be available to all staff to discuss EEO related concerns.
- 3 An employee data-base of the School workforce will be maintained identifying the employment patterns according to gender, ethnicity, disabilities and health matters.
- 4 All personnel policies and practices will be regularly reviewed to ensure that they include EEO principles. These include areas of recruitment and selection, promotion and career development, and conditions of service.